

Process Name: Personnel Administration		Process Identifier: PA	
Sub-Process Name: Maintain Employee Data		Sub-Process Identifier: PA-2	
Sub-Process Purpose and Objectives: Process routine personnel data changes such as address, emergency contact, date of birth, marital status, etc.			
Sub-Process Description: This process begins when the employee identifies changes to personal data. The employee identifies the requirement for a change in personal data. This is verified and approved by the agency and any supporting documentation is filed in the employee’s personnel file. . The transaction is then entered by the agency. Once entered into SEIS, a new turnaround document is provided for the employee’s file, and TIS is notified of any changes that effect insurance eligibility or coverage.			
Sub-Process Trigger(s): <ul style="list-style-type: none">Change to employee data		Key Sub-Process Participants: <ul style="list-style-type: none">EmployeeAgency	
Inputs:			
Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users
Employee change transactions	Online	45,500/year	Agency
Outputs:			
Output	Format	Volume/Time	Recipients
Updated personnel records	Database		Personnel and agency users
Turnaround document	Report	45,500/year	Employee personnel file

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Performance Measures Tracked:			
Measure	Approx. Value	Target Value	
Laws, Regulations, and Policies That Govern Sub-Process:			
TCA 8-30-101 – 8-30-333, 8-50-108			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>	Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>		
Basic employee information (e.g., address change) can be completed on-line by employees by utilizing self-service functionality through a web browser or kiosk	Internet access and training may be issues in implementation; less manual input by Department of Personnel and by personnel/payroll officers in the agencies; change management issue of shifting responsibility for data to employee		
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>	Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>		
SEIS	In house developed, COBOL, IBM mainframe, IMS		

